

MONTHLY PROGRESS REPORT
OFFICE OF DEVELOPMENT
SUBMITTED TO:
THE BOARD OF DIRECTORS
ASPIRA, INC. OF NEW JERSEY
February 19, 1997

I. Proposals

The following proposals have been submitted since the last Board Meeting on January 15, 1997:

MCJ Foundation (for funding with which to establish a Juvenile Mentoring Program)	\$77,850
The Victoria Foundation	\$75,000
The Turrell Fund	\$50,000

II. Grants/Donations Awarded

Johnson & Johnson (Note: We also received a \$3,500 grant from them in December 1996)	\$ 3,500
PSE&G (for the Luncheon)	\$ 5,000
Bristol-Meyers Squibb Co.	\$ 1,000
Jay R. Monroe Foundation	\$ 750
Anheuser-Busch (Note: This is \$4,000 more than in previous years)	\$ 5,000
CBS-TV (New)	\$ 5,000

III. Letters

Letters to the following persons inviting them to be keynote speakers at the Luncheon: Congressman Luis Gutierrez; Gilbert Casellas, Chairman, E.E.O.C; and Judge Jose Cabranes, U.S. Court of Appeals, New Haven, CT.

Letter of recommendation for FOCUS. The organization is applying to DYFS, NJDHS, for a grant for a Bilingual Family Development Program.

Letter to the Victoria Foundation submitting our mid-year report for the 1996-97 program year.

Letter to Dr. Carlos Hernandez, congratulating him on his appointment to the Board of Managers of the Provident Savings Bank in Jersey City.

Letter to the Chairman of the Board of Managers, congratulating the Board for appointing Dr. Carlos Hernandez to the Board of Managers of the Provident Savings Bank.

Thank you letter to Johnson & Johnson for \$3,500 grant.

Thank you letter to PSE&G for \$5,000 grant.

Thank you letter to the Jay R. Monroe Foundation for \$750 grant.

Thank you letter to Bell Atlantic for \$6,000 grant.

Thank you letter to Bristol-Meyers Squibb for \$1,000 grant.

Letters to 24 Paterson community service providers inviting them to the reception at the Paterson Museum on February 19th.

The following corporations have denied our requests for funding: The Chubb Corporation, the A&P, and American Home Products. This is because their current corporate giving budgets have already been committed. I have followed up with letters of acknowledgement and phone calls. We were encouraged to submit applications in 1998.

Respectfully submitted by

Anandi Kimmel
Anandi Kimmel
Development Officer

MONTHLY PROGRESS REPORT
OFFICE OF DEVELOPMENT
SUBMITTED TO:
THE BOARD OF DIRECTORS
ASPIRA, INC. OF NEW JERSEY
January 15, 1997

I. Proposals

The following proposals have been prepared since the last Board Meeting on December 18, 1996:

1.	A&P Tea Company (new)	\$ 5,000
2.	Van Houten Fund	\$50,000
3.	CoreStates-New Jersey National Bank (Request for sponsorship of 20th Anniversary Luncheon. Letter drafted by Jorge Cruz.)	\$ 3,000
4.	Armco Oil Corporation (new)	\$ 1,000
5.	United Way of Camden	\$ 3,680
6.	Jersey Central Power and Light	\$ 1,000
7.	Ciba-Geigy Corporation	\$ 1,000
8.	Allied Signal Foundation	\$ 6,000
9.	Coors Brewing Co.	\$ 2,500
10.	Selective Insurance Co.	\$ 1,500

II. Letters

1. Sent detailed letter to Engelhard Corporation requesting grant application guidelines.
2. Letter to Mayor Joseph Vas, of Perth Amboy, requesting his support for our luncheon by contacting the following 2 corporate sponsors: ETC Management, and Ideal Farms and Tropical Cheese. Letter to Mayor Vas and sample letters to the two corporations were drafted by Jorge Cruz.
3. Thank you letter to Mercy Health Plan for \$500 grant.
4. Thank you letter to Sony Electronics for \$1,000.

5. Thank you letter to Johnson & Johnson for \$3,500 grant.
6. Thank you letter to Allstate Insurance Company for \$5,000 grant.
7. Thank you letter to McMaster-Carr Supply Company for \$1,000 grant.
8. Thank you letter to Merck and Company for \$15,000 grant for the Technical Training Project at Essex County College.
9. Thank you letter to Hoffman-La Roche, Inc. for \$6,000 grant for the Technical Training Project.
10. Thank you letter to the City National Bank for \$250 grant.
11. Thank you letter to Nabisco, Inc. for \$1,000 grant.
12. Thank you letter to Bally's Park Place Casino Hotel for \$1,000 grant.
13. Thank you letter to George Ohl Trust for \$5,000 grant.
13. Letter to Jerome Graco, Executive Director of the First Union Bank inviting him to become a member of our new corporate advisory board.
14. Drafted sample letter for Camden students to send to President Clinton urging him to seek a substantial increase for the Trio Program (which funds the Talent Search Grant).
15. Thank you letter to PSEG for donating 30 tickets to the NJ NETS vs. Charlotte Hornets game on 1/18/97.
16. Follow-up thank you letter to guests who attended the reception held on 12/18/96 in Jersey City.

III. Grants/Donations Received or Committed

1. CoreStates - New Jersey National Bank (For sponsorship of the 20th Anniversary Luncheon Note: This was in response to Jorge Cruz's letter.)	\$ 3,500
2. Summit Bank	\$ 2,500
3. Bell Atlantic (This is for general operating costs. They also indicated that they will provide sponsorship funds for the luncheon.)	\$ 6,000
4. The Prudential Foundation	\$50,000

IV. United Way Letters of Intent

All three of the detailed letters of intent, that were recently submitted to United Way of Essex and West Hudson, have been approved and we can submit the proposals.

Respectfully submitted by

Anandi Kimmel

Anandi Kimmel
Development Officer

MONTHLY PROGRESS REPORT
OFFICE OF DEVELOPMENT
SUBMITTED TO:
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ASPIRA, INC. OF NEW JERSEY
March 19, 1997

I. Proposals

(a) Prepared/Submitted

Application for the S. Whitney Landon Memorial Award \$25,000

Proposal for the GATEWAY Program submitted to United Way of Essex and West Hudson \$78,100

Proposal for the AmeriCorps (also called ASPIRA Corps) Program submitted to United Way of Essex and West Hudson \$43,800

Assisted Gloria Perez by editing the AmeriCorps Proposal that she submitted to the ASPIRA National Office for inclusion with their proposal.

(b) In Progress

Revision of boiler plate proposal to be submitted to many foundations and corporations in 1997. Note: We shall use the New York/New Jersey Area Common Application Form for the new boiler plate proposal.

Proposal for the Paterson Center to be submitted to the DCA, Center for Hispanic Policy, Research and Development \$50,000

Proposal for matching funds for our Newark Programs to be submitted to the DCA, Center for Hispanic Policy, Research and Development \$12,968

II. Grants/Donations Awarded

Community Development Block Grant, City of Trenton \$ 3,433

Novartis Pharmaceuticals \$ 1,000

III. Other

Thank you letter to Lydia Hernandez-Velez for being the Keynote Speaker at the Luncheon.

Thank you letter to individuals/organizations for reserving a table for the Luncheon.

Letters and Collaborative Agreements for the United Way proposals to Lydia Silva, Assistant Superintendent of the Newark Public Schools, Rene Deida, St. Columba Neighborhood Club, Oswaldo Fierro, CURA, Inc., Casto Maldonado, FOCUS, and Angelo Gonzalez, La Casa de Don Pedro.

Thank you letter to CBS-TV for \$5,000 contribution.

News release regarding the Luncheon submitted to reporters.

Respectfully submitted by

Anandi Kimmel

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Development Officer

MONTHLY PROGRESS REPORT
OFFICE OF DEVELOPMENT
SUBMITTED TO:
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ASPIRA, INC. OF NEW JERSEY
April 16, 1997

I. Proposals Prepared/Submitted

DCA, Center for Hispanic Policy, Research and Development for funding for Paterson Programs	\$58,000
DCA, Center for Hispanic Policy, Research and Development for matching funds for Newark Programs	\$12,968
Paterson Department of Human Resources	\$16,500
Sony Electronics, Inc.	\$ 2,500
Fleet Bank	\$ 3,500
American Standard (new)	\$ 1,000
Matsushita Electric Corp. of America	\$ 2,500
Merrill Lynch	\$ 5,000

II. Grants/Donations Awarded

Anheuser-Busch	\$ 2,000
Pathmark General Stores	\$ 1,500

III. Other

2-page letter to Jerome Greco, First Union Bank, requesting a \$2,000 donation/sponsorship for the Camden Reception on April 25th, honoring Alfredo Santiago.

2-page letter of support for the Center for Hispanic Policy in its efforts to obtain a one million dollar increase in its budget.

*The proposal
from Bob*

IV. Schedule for work to be performed during the months of May, June and July:

May

Letter of Intent to Edward W. Hazen Foundation (new source)

Apply to Exxon Educational Fund

UPS

Apply to 4 new funding sources

Work on re-establishing ASPIRA Alumni Association (see attached suggestions)

Thank you letters

June

Prepare proposal for the E.W. Hazen Foundation, if letter of intent submitted in May was approved. Due date for proposal is July 15th.

Apply to A&P in Montvale

Submit proposal to Allied Signal

Submit proposal to Schering-Plough for technology grant

Submit proposals to 3 other new funding sources

Thank you letters

July

Submit proposal to George Ohl Foundation

Proposal to E.T.S.

Proposal to Warner Lambert

Submit proposals to 4 new funding sources

Thank you letters

Suggestions for Developing the ASPIRA Alumni Association

1. Develop questionnaire. See attached draft.

2. Use questionnaire to:

* Categorize alumni according to school and year of high school graduation.

* Determine who might be good to serve on an alumni advisory board.

* Target for major gifts.

* Target for planned giving.

* Target for fund raising services.

* Target for volunteer community services (e.g., serving as mentor, conducting motivational speaking engagements, etc.)

* Target to work on special alumni events.

* Target to work on an alumni bulletin/brochure/newsletter.

3. Initial fundraising activities:

* Send letter asking to pledge a donation to ASPIRA. Donation should be made before the end of the fiscal year, June 30th. Note: This should ordinarily be done in October and November of the preceding year (i.e., Oct./Nov. 1997 for June 30, 1998 deadline).

* Follow up with phone calls made by ASPIRA alumni who are likely to know one another (i.e., were in the same grade and attended the same high school). Calls should be made in the evening to prospective donor's home. Local calls could also be made by articulate Aspirantes presently enrolled in our programs.

* If pledged donation has not been received by June 1st, follow up with another letter.

ASPIRA Alumni Questionnaire

Name _____

Home Address _____

_____ Home Telephone Number _____

When did you first join ASPIRA? _____ Until: _____

Name of Middle School You Attended _____

City: _____ From: _____ To: _____

Name of High School You Attended _____

City: _____ Date of graduation _____

Name of College You Attended _____

Major: _____ Degree: _____ Date of graduation _____

Name of Graduate School: _____

Field of study: _____ Degree: _____ Date of graduation _____

Other Post Secondary Education: _____

Field of study: _____ Degree/certificate: _____

Present Occupation _____

Employed by _____
(name of organization/business)

Business Address _____

Telephone Number _____

List other Aspirantes you know, including name, address & phone number:

Tell us about your areas of expertise:

Hobbies & interests: _____

Would you be interested in serving as a volunteer for ASPIRA? If yes, please check your area of interest.

Mentor____ Workshops____ Speaker____ Computers____
Newsletter____ Fundraising____ Development____ Programming____

When are you available to meet?

Saturday morning____Evenings____Other____ (please list)

In the space below, please describe the impact that ASPIRA has had on your life. Thank you for participating in this survey.

MONTHLY PROGRESS REPORT
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THE BOARD OF DIRECTORS
ASPIRA, INC. OF NEW JERSEY
November 18, 1997

I. Proposals

This month, a great deal of time was devoted to working on the Talent Search Proposal. This proposal is submitted only once every four or five years and is the major source of income for our Camden Center. The U.S. Department of Education is the funding source of this federal grant. We applied for a total of \$1,446,333, broken down as follows:

Year One -	\$267,374
Year Two -	278,574
Year Three -	288,366
Year Four -	300,289
Year Five -	311,730

Three of us - Ms. De Jesus, Ms. Hilda Crespo, from the National Office, and I - worked on the proposal. I spent a considerable amount of time getting letters of support and agreements to collaborate on the Talent Search Project. I drafted letters requesting support, wrote sample letters, made numerous follow-up phone calls, and faxed material. Nearly everyone we contacted responded, among them Governor Whitman, Senator Lautenberg, Senator Torricelli, Camden Mayor Milan, Rutgers University, Rowan University, the College of New Jersey, Camden County Community College, the Puerto Rican Unity for Progress, the Superintendent of the Camden Board of Education, the Principals of the target schools in Camden - Woodrow Wilson High School, Camden High School, Camden Middle School and Pyne Poynt Family School and many others. I would like to especially thank Board Members Dr. Del Valle-Rana and Mr. Calderon for their letters of support and offers to conduct workshops for the students in the Talent Search Program.

I wrote the Abstract, the Introduction, and the Needs Analysis, created 6 charts, and prepared the required forms. A considerable amount of time was spent communicating with Dr. Fred Reiss of the Camden Board of Education to obtain up-to-date information for the Needs Analysis.

Ms. Crespo, who was extremely helpful and supportive, provided guidance and prepared the Evaluation and the Goals and Objectives. Ms. De Jesus prepared the Program and Management Descriptions and the Budget.

While working on the Talent Search Proposal, I was quite handicapped because my computer, which is an ancient behemoth and very slow, froze a number of times. Also, it took approximately 15 minutes to print each of the charts. I tried transferring the material to another computer, but also had difficulty in having the diskettes accept the copy. Since I produce a very large volume of paperwork, on an ongoing basis, it would be very helpful to have a new, dependable computer.

I also prepared a proposal for a grant of \$70,000 for our Jersey City Center, which was submitted to the Center for Hispanic Policy of the DCA.

II. Letters and Other Paperwork

- * Wrote a thank you letter to PSEG for donating 30 tickets to the NJ Nets vs. the Boston Celtics game on November 19th.
- * Drafted a rejection letter which was sent to the candidates who had applied for the position of Executive Director and were interviewed.
- * Drafted Assurances regarding Fiscal Compliance for Grace Merez. This was submitted to the DCA.
- * Drafted a letter inviting members of the Paterson community to the reception at the Paterson Museum.
- * Wrote a letter to Mr. De Stefano, Director of the Paterson Museum, thanking him for allowing us to use the Paterson Museum.
- * Prepared the Board Minutes of the October meeting.